PUNCH COMMUNICATION LOG

WEEK 6 – 11/03/08 - 11/09/08

STORE # 10801

Use this log to indicate missed punches that require management approval to ensure that all partners are paid accurately for all hours worked. Use of this log is not a substitute for punching in and out in accordance with the Starbucks Time and Attendance Policy (see Partner Resources Manual for more details).

DATE	PARTNER NAME	PARTNER #	IN PUNCH	MEAL OUT	MEAL IN	OUT PUNCH	DETAILED DESCRIPTION	PARTNER INITIALS	DATE	MANAGER INITIALS	DATE ENTERED
11/03	Debra Hoy	1219708			332p			OH	11/18/08	CR	11/04
11/04	Jazz Tveto	15086341			1248p					CR	11/04
11/04	Andrew Trotta	1409030	9:15a							CR	11/04
11/05	Douglas R Troester	1264614				2:15pm	adjustment for P/U sampling - no one to clock me in	Prod. DR	11-5	CR	11/08
11/7	Mason Glenn	1438059	9:15am (NON-COV)					MA	11/7	CR	11/10
11/9	Kris Barnova	1479663	4:00am				Didn't punch	KB	11/9	CR	11/10
11/9	Alicia Aitkin	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	1 hr M/B			CR	11/10
11/08	Jessica Harken	1451161	4p							CR	11/10
11/08	Ceci Robles	1107143					5 hr. classroom fac	CR	11/10	CR	11/10
11/07	Jazz Tveto	15086341								CR	11/10
11/09	Doug Troester	1264614			108p			DR	11-9	CR	11/10